

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Streets Crew Leader	<u>Revision Date:</u> 01/2014
		<u>EEO Category:</u> Service-Maint.
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30515

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Streets Manager and Street Operation Supervisors, provides supervision and direction to crews and performs skilled work pertaining to maintenance and construction of city property, facilities, streets, etc.

III. Essential Duties:

- Operate various types of heavy, light, and complex equipment used in the maintenance and construction of city property, facilities, streets, etc. (i.e. ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers, hand tools, etc.).
- Provide supervision and direction to crews working in one of the following areas: street construction, street maintenance and drainage, bulk waste, concrete maintenance, street sweeping, yard maintenance, facility maintenance, or vehicle inspection.
- Ensure work orders are completed for every job and ensure materials are available for assigned tasks.
- Solve problems related to field projects and locations.
- Communicate effectively with Street Maintenance Workers.
- Ensure that construction projects stay on approved schedule.

Maintenance:

- Ensure that construction standards and time frames are adhered to.
- Decide which tools are needed and order necessary materials.

IV. Marginal Duties:

- Provide construction assistance to other departments.
- Attend training seminars.
- Assist in snow removal efforts during snow season.
- Perform other duties as assigned.

V. Qualifications:

**Experience:** Four years direct experience using commonly accepted construction methods and heavy equipment to repair and maintain streets.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Certificates/Licenses:** Valid Utah Drivers License required; Commercial Driver's License required; Flagging Certification required upon hire.

**Knowledge of:** Tools, machines, and equipment used in the maintenance and construction of City property, facilities, streets, etc.; OSHA safety requirements and standards; general construction practices and procedures; mathematics use to calculate correct amounts of materials; computer including word processing and spreadsheets.

**Responsibility for:** Great responsibility for the care, condition, and use of mechanical materials, equipment, tools, etc; moderate responsibility for the supervision of Street Maintenance Workers and temporary/seasonal employees and decisions which will affect these workers.

**Communication Skills:** Communicate effectively verbally and in writing; contacts with local citizens at the point of contact; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

**Tool, Machine, Equipment Operation:** Regular use of a variety of hand tools and equipment including ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers.

**Analytical Ability:** Follow written and verbal instructions; establish effective working relationship with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, great physical exertion is required; frequent lifting of up to 100 lbs; frequent bending, stooping, kneeling and standing is required. Employee typically handles equipment, objects, or controls; employee may sit or stand for long periods of time. Frequent communication with others.

*Work Environment:* Job entails regular exposure to cold, heat, dust, fumes, and noise. Constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_

